

Building and Land Agent

The Tennessee Department of General Services is responsible for providing goods and services to the State government of Tennessee. Its primary customers are other State departments and agencies. It also serves vendors wishing to do business with the State, and citizens and organizations interested in purchasing surplus State and federal property. The Department's services include centralized procurement for State departments; management of the State's real estate assets; motor vehicle and equipment management; printing, media, and photographic services; postal services; warehousing and distribution; State employee parking, badging, and shuttle services; and assistance to small businesses and businesses owned by minorities, women, and veterans. For more information about the Department of General Services please visit www.tn.gov/generalservices.

The position is located in downtown Nashville and the monthly starting salary is \$4,327 - \$4,976 (determined on experience). Information regarding benefits can be found at www.tn.gov/hr/employees1/benefits.html. Qualified candidates should submit a resume and letter of interest to Bruce Nelson at Bruce.Nelson@tn.gov. Position will be posted until filled.

Examples of Duties and Responsibilities

- Preparation of all flyers, graphics, signage and all other marketing materials as well as manage & update website(s) and online listings
- Track & coordinate all inbound leads from websites, social media & other online sources and Coordinate and regularly hold property tours/open houses.
- Analyze future acquisition/disposition/development sites based on market projections and research macroeconomic conditions including market comps/trends, cap rates, sales data, and demographics while forming supported recommendations in written presentation format
- Prepare and maintain financial models including but not limited to Pro forma Income and Expense and 10 year Cash Flow Projections
- Review and reconcile appraisals and form supported recommendations in written presentation format
- Collects and documents site criteria for selection and disposition commensurate with established Policies and Procedures
- Collects documents and provides feasibility of real estate acquisitions, dispositions, and leases as well as proper documentation of real estate compliance files.

Requirements

- Bachelor's degree in Business, Finance, or a related area. *A Business degree with a concentration in Marketing is preferred*, or equivalent commercial real estate experience
- Additional real estate experience or licensure is a plus
- Excellent computer skills are essential in Excel, Desk Top Publishing and Microsoft Word
- Ability to review, prepare and abstract leases, appraisals, closing documents and other legal documents commensurate with all real estate related product types
- Ability to design and develop reports and presentations
- Excellent customer service skills
- Ability to adapt to changes in workflow, process, and leadership
- Excellent ability to articulate verbally and in written communications
- Ability to learn quickly

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.